

**Town of Los Gatos
Building Division**

110 E. Main St., Los Gatos, CA 95030
(408) 354-6881 OR (408) 399-5711
www.losgatosca.gov

**New Commercial
Shell Only
Submittal Requirements**

In order to process and expedite your request for a building permit, **please submit the items listed below and include this completed Checklist in your submittal.** Please ask the Counter Technicians if you have any questions. **A plan check fee will be required at submittal.**

Four (4) complete stapled (down the left side) sets of drawings 24" x 36" minimum size (larger size [up to 30"x36"] will incur \$50 oversized charge) shall include:

A. General

- ☐ **Planning Department Conditions of Approval & accompanying letter must be copied onto the first sheet** (contact your project planner to obtain a copy).
- ☐ **A Compliance Memorandum shall be prepared and submitted with the building permit application detailing how the Conditions of Approval will be addressed.**
- ☐ *Blueprint For A Clean Bay* sheet must be the second page (available at the Building Counter for a fee of \$2 or at San Jose Blue Print)
- ☐ Wet signature & stamp on all documents by design professional(s)
- ☐ Name, title, registration number, address, and telephone number of applicable design professional(s) on each sheet
- ☐ Cover sheet information. 2001 California Building, Mechanical, and Plumbing Codes, 2004 CEC Electrical Code, and 2001 Energy Codes, construction type, occupancy class, scope of work (i.e. new square footage, lot size, FAR, linear footage of new retaining walls, etc.)
- ☐ **Grading Plans and Site Improvement Plans must be submitted under a separate package directly to the Engineering/Public Works Department at 41 Miles Ave.** Contact them at (408) 395-3460 for submittal requirements and fees.

B. Architectural

- ☐ **Plot/Site Plan:**
 - a. Must show site plan, lighting, vicinity map, site parking and North arrow
 - b. Define a brief "Scope of Work" (i.e. square footage, lot size, new retaining wall(s) linear & square footage)
 - c. Must show building data: type of construction, square footage, sprinklers and occupancy classification(s)
 - d. **Title 24 Accessibility requirements**
- ☐ **Floor Plan:**
 - a. Define space function (i.e. storage, manufacturing, etc.), exiting paths and corridors, door and window and hardware
 - b. Rated corridors and other rated exit enclosures and exits must be shown on a complete building floor plan
 - c. Provide estimate of the occupant load numbers for each floor/area
 - d. **Title 24 Accessibility requirements**
- ☐ **Elevations:**
 - a. Exterior elevations
 - b. Additional elevations may be required for project clarifications
 - c. Cross-section showing location of new HVAC equipment
- ☐ **Reflected Ceiling Plan**, if applicable

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C. Structural

- ☐ **Structural Details & Plans:**
 - a. Shall be wet-stamped by State of California licensed engineer
- ☐ **Structural Calculations:**
 - a. Two (2) sets of wet-stamped and wet-signed calculations

D. Electrical

- ☐ Main Power Distribution Plan
- ☐ Schematic One-Line Diagram
- ☐ Panel Schedules and Load Calculation
- ☐ Electrical Floor, Ceiling, Roof, and Equipment Power Plans (if part of shell)

E. Mechanical/Plumbing

- ☐ Building Distribution and Layout
- ☐ New Mechanical Equipment (if part of shell)
 - a. Provide description, equipment schedules, including equipment weights. Structural calculations are required for equipment weighing over 400 lbs.
- ☐ Roof Plan:
 - a. Show location of new equipment, roof screening, and drainage

F. Form Submittals

- ☐ T-24 Energy Report
 - a. Provide two (2) sets of wet signed and stamped reports
 - b. Title 24 requirements will include applicable reports and mandatory measures: required compliance statements, specifications, and mandatory measures shall be incorporated onto the plans. **Note: The ENV and LTG forms must be permanently affixed (i.e., copied) onto the plans**
- ☐ Two (2) sets of Soils Report - wet-stamped & wet-signed

G. Other documentation that may be necessary, but not required for submittal

- ☐ Special Inspection form. Form is available online or at the Building Service Counter. It must be **completely filled out and signed by person/agency who will be performing the inspection prior to permit issuance**. A separate form is required for each inspection if performed by separate inspectors.
- ☐ Santa Clara Valley Water District Permit. Required if you are doing construction within 50ft of a natural water course. Contact SCVWD at (408) 265-2600 x2253 for more information.

Notes:

- If one or more required items are not submitted, the application will be considered incomplete and will not be accepted.
- Permits can only be issued to a Property\Home Owner (not a tenant) or a Licensed Contractor.
- No materials or containers (including debris boxes) are allowed to be stored in the public-right-of-way without first obtaining a permit to do so from the Engineering Division of the Public Works Department. Call (408) 399-5771 for requirements and fees

Signature:

I have read the above information and have submitted all the required information.

Signature: _____ Date: _____